

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	Administrative Assistant to Chief Supervisory Clerk	Classification Code:	TBD
Salary Range:	Gr. 8826 A \$51,866 - \$58,557	Reference Position Number:	2735-10000- #XX
Department or Agency Name:	Judicial	Application Period:	February 11 - 20, 2013
Division/Section/Unit:	RI District Court		
Shifts and Days:	Monday -Friday 1st	Job Location:	Any of 4 County locations
Restrictions/Limitations:	Pending availability of funds		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:	_____		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- | | |
|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

The Administrative Assistant to the Chief Clerk, under the direction of the Chief Judge, the Chief Clerk, or her designee, may be directed to oversee all divisions of the District Court, including the management of personnel, the monitoring of the issuance, receipt and filing of all court documents, assistance with clerical duties, and any other duties as directed. This position may be utilized in any division of the District Court as directed by the Chief Judge or her designee.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

College degree in Business Administration or related field. Must possess strong writing, organizational, and computer skills, with experience in the Rhode Island Judiciary's Case Management System and the District Court's civil, criminal and small claims process. Must be able to provide a bilingual capacity for a variety of programs and services. Fluency in Spanish and Portuguese preferred.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.
SEND RESUME AND/OR CS-14 Application to:

Rhode Island District Court
Kevin Spina, Administrator
One Dorrance Plaza
Providence, RI 02903
FAX: 401-458-5230

TDD#: 401-458-5275

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.

CS-376 Rev. (2/05)